

ORDER

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

4500.3D

1/12/98

SUBJ: FEDERAL CATALOG AND STANDARDIZATION PROGRAM

1. **PURPOSE.** This order prescribes responsibilities and procedures for the Federal Aviation Administration (FAA) participation in the Federal Catalog and Standardization Programs. This order also implements the latest version of Order DOT 4420.3, Department of Transportation Participation in the Federal Catalog System.
2. **DISTRIBUTION.** This order is distributed to the division level in Washington, in the regions, the William J. Hughes Technical Center, and the Aeronautical Center; and a limited distribution to all field offices and facilities.
3. **CANCELLATION.** Order 4500.3C, Participation in the Federal Catalog System, dated April 15, 1992, is canceled.
4. **EXPLANATION OF MAJOR CHANGES.** This order:
 - a. Updates the organizational titles used in the Order.
 - b. Changes the title of Order 4500.3, Participation in the Federal Catalog System to the Federal Catalog and Standardization Program (FCSP).
 - c. Describes the Federal Logistics Information System (FLIS).
 - d. Establishes a centralized cataloging data base within the Logistics Information System (LIS) which will have interface capabilities with other FAA systems; i.e., Personal Property System, Project Materiel Management System, Regional Property Management System, and other logistics systems. This also automates FAA Form 4570-1, Request for Supply Catalog Data, for the assignment of logistics stock numbers.
 - e. Provides information for obtaining subscriptions for Federal Logistics Data (FEDLOG) on Compact Disc-Read Only Memory (CD-ROM) and other CD-ROM products distributed by the Defense Logistics Services Center (DLSC) for cataloging data.
 - f. Provides a listing of Acronyms contained in the order as Appendix 1, Acronyms Listing.

Distribution: A-WXYZ-2; A-FOF-0 (LTD)

Initiated By: AFZ-500

5. RESPONSIBILITIES.

a. NAS Logistics Property Management Division.

(1) Monitors and evaluates management of the FCSP program with FAA to ensure compliance with the requirements of Order DOT 4420.3; Federal Property Management Regulation (FPMR); and DOD 4100.39-M, Federal Logistics Information Services (FLIS) Procedures Manual. These manuals provide broad policy and instructions which are mandatory for use by all participants in the FCSP.

(2) Provides guidance and overall direction for participation in the FCP and obtaining subscriptions for DLSC CD-ROM products for the agency. (See paragraph 12a, b, and c for a detailed description of FEDLOG and how to obtain a monthly subscription to this and other DLSC CD-ROM products).

(3) Maintains liaison with the Office of the Secretary of Transportation (OST), the Department of Defense (DOD), the General Services Administration (GSA), and other civilian agencies on all policy matters relating to FLIS.

b. NAS Systems Integrated Product Teams from the program offices request the assignment of temporary stock numbers (8200 numbers) to facilities and equipment (F&E) materiel entered into FAA's centralized cataloging database for the first time. This assignment is necessary when sufficient data is not available to establish a national stock number (NSN) in accordance with this order. The teams also request assignment of NSNs for items requiring supply support from AML.

c. The regions, Airways Facilities, FAA Logistics Center and the William J. Hughes Technical Center :

(1) Participate in the FCSP as prescribed in paragraph 7b, Order DOT 4420.3.

(2) Request assignment of Local Stock Numbers (LSN), identified with the appropriate Federal Supply Class (FSC), for internal supply management of items not assigned an NSN or previously assigned a local stock number as prescribed in this order.

(3) Initiate cataloging action for items requiring supply support from AML or another government agency. This includes requesting assignment of NSNs or requesting user registration on NSNs managed by other government agencies.

(4) Provide a complete listing of their annual requirements for all DLSC CD-ROM products to AFZ-500. (See paragraph 12.)

d. The Supply Management Division, AML-600:

(1) Maintains liaison with DLSC, the Defense Logistics Agency (DLA) and the General Services Administration (GSA) on all operational matters relating to the FCSP.

(2) Participates in both the maintenance and utilization of FCSP in accordance with of DOD 4100.39-M and Order DOT 4420.3.

(3) Serves as the central point in FAA for the direct submission and receipt of DLSC catalog data.

(4) Serves as the central point of contact for FAA's use, assignment and control of NSN's and the central assignment of LSNs.

(5) Maintains FAA master catalog files, prepares and distributes FAA supply catalog publications, and furnishes technical assistance and guidance to users of the FCSP data.

(6) Provides cataloging support to the headquarters Integrated Product Teams, regions and ACT, including furnishing of cataloging, management data, and performs extensive research on items requiring supply support.

(7) Serves as collaborator on all FAA recorded user integral NSN or any proposed changes initiated by other Government agencies. Also collaborates with the military services and other Federal agencies when AML-600 is registered as the primary inventory control activity (PICA).

(8) Serves as the central point of contact for changes to Federal standardization documents regarding the cataloging function and for participation in GSA item reduction studies.

6. **FEDERAL LOGISTICS INFORMATION SYSTEM (FLIS).**

a. General.

(1) Fundamental to the effective and economical functioning of any supply management operation is the need for a common language for item identification. Items which are to be procured, stocked, managed, and distributed must be capable of being positively recognized by manufacturers and suppliers, inventory managers and ultimate users without error or misunderstanding of requirements or delays in distribution.

(2) FLIS was established to fill the need for accurate identification of every item in the supply systems of all federal agencies, both military and civilian. FLIS contains logistics information on six million stock numbers in support of provisioning, cataloging, inventory management, procurement, and other related logistics functions.

b. National Stock Number (NSN). Each item of supply shall be included in the FCSP, and shall be named, described, and classified by one, and only one, NSN. The NSN shall be the only stock number used to identify that item in all logistics operations. Management codes or other symbols, may be associated with but never included as a part of the NSN. The NSN consists of a four-digit Federal Supply Classification (FSC) Code and a nine-digit National Item Identification Number (NIIN). The two parts of the NSN are described as follows:

(1) Federal Supply Classification. The FSC uses a four-digit code. The first two digits identify the group, and the last two digits identify the class within the group. The FSC system is sufficiently comprehensive in scope to permit the classification of all items of personal property used by participating activities in the FCSP.

(2) National Item Identification Number (NIIN).

(a) The NIIN is a series of nine numbers. The NIIN differentiates, concisely and permanently, each individual supply item from all other items of supply. The first two digits signify the National Codification Bureau (NCB), usually a country in which the item of supply is manufactured. The NCB codes assigned to the United States are 00 and 01. NIINs assigned by the United States prior to September 30, 1974, will have the 2-B-2 with an NCB of code 00.

(b) The following example illustrates the NSN format:

FSC	NIIN	FSC	NIIN
9999	00-123-4567	9999	00-123-4567

(c) NIINs assigned by the United States after September 30, 1974, will have the NCB code 01. The last seven digits of the NIIN are non-significant and do not identify any individual supply item. The seven digit grouping may be repeated for each NCB code; i.e., 00-123-4567 or composed of the NCB (two digits) followed by seven other digits.

c. Interagency and intraagency transactions involving item identifications, commodity classifications, or NSN's shall be in accordance with FCSP procedures.

d. AML shall obtain assignment of NSN's for FAA submission of required cataloging data to DLSC in accordance with applicable FCSP procedures.

7. **CENTRALIZED ASSIGNMENT OF LOGISTICS STOCK NUMBERS.** FAA has established a FAA Centralized Cataloging Program. An integral part of this program is the centralization of the assignment, control, and management of LSNs and the automation of requests for supply support. This cataloging program has or will have the interface capabilities with other FAA systems; i.e., Personal Property In-Use Management System (PPIMS), Project Materiel Management System (PMMS), Regional Project Materiel Management System (RPMMS), and the ACQUIRE System.

8. **STANDARDS.**

a. Items of personal property in the FAA subject to repetitive procurements, storage, distribution, and/or issue (continual or recurring) by or through AML or the William J. Hughes Technical Center shall be named, identified, classified, and numbered (cataloged) in the FCSP. Items selected for stockage for insurance purposes and items selected for central management for other logistics support purposes such as direct shipped items may be entered into the FCSP by AML.

b. Items to be excluded from Federal cataloging are described in the latest version of Order DOT 4420.3.

c. Items purchased by the regions should be considered for cataloging in the FCSP once three or more regions are registered as a user of a given Local Stock Number (LSN).

d. Assignment of Local Stock Numbers (LSN).

(1) An LSN is any stock number assigned by FAA other than an NSN.

(2) LSNs shall be configured the same as an NSN, i.e., 13 characters.

(3) LSNs shall be requested by regions and centers when an item identification is specifically required to satisfy property management or financial accountability in local supply management operations and when research of available records or catalogs fail to reveal another LSN or NSN for the item.

(4) Items are accountable in accordance with the latest version of Order 4650.21, Management and Control of In-Use Personal Property. Accountability and control of in-use personal property must be assigned an NSN or LSN to enable processing of supporting documents.

e. Regions/centers shall obtain cataloging support from AML. They will only request an LSN wherein a valid NSN does not exist, and the item does not meet the criteria for the central assignment of an NSN or when a stock number is needed for tracking purposes.

f. The standards of the FCSP will determine the classification, item names, data element definitions, and the configuration that will be required for the assignment and use of centrally assigned NSNs.

g. FAA stock numbers shall be assigned by AML to identify forms, equipment instruction books, modification kits, and other stocked items not meeting criteria for assignment of NSN's.

(1) LSN's consist of 13 characters; i.e., 5805-LS-000-0000. The assignment, control, and management of LSNs will be centralized at AML via interface with the LIS, in accordance with the centralized assignment of LSNs. The LSN format is as follows:

5805	The first four digits represent the appropriate FSC.
LS	The fifth and sixth digits stand for "logistics stock number."
000-0000	The last seven digits are computer assigned in sequence.

(2) 8200 Stock Numbers. 8200 stock numbers assigned by the program office consist of a 13 position numeric code with a one digit suffix to denote Program Office F&E Project Materiel; i.e., 8200-00-410-0000-1. The format is as follows:

8200	The first four digits designate F&E Project Materiel.
00	The fifth and sixth digits will always be zeros.
410-0000	The last seven digits are computer assigned in sequence.
1	Project materiel suffix code.

(3) Other FAA Stock Numbers are 13-characters. An example of FAA stock number format is as follows:

0052	The first four digits are FAA supply classification/FSC.
00	The fifth and sixth digits are always zeros.
000-0000	The seventh through the thirteenth digits are serially assigned.

(a) FAA supply classification code 0052 is assigned to forms not otherwise classified in FSC 7530, Stationery and Record Forms or FSC 7540, Standard Forms.

(b) FAA supply classification code 0056 is assigned to instructions books not otherwise classified in FSC 7610, books and pamphlets.

(c) FAA supply classification code 0000 is assigned to modification kits not otherwise classified.

(4) An LSN or a 8200 number may also be used to provide identification of materiel on intraagency shipments. If desired, this identifying number may be converted to the recipient's series of LSNs used in local management operations.

9. **PROVISIONING/CATALOGING DATA.** Uniform provisioning procedures shall be used between and among the DOD contractors as prescribed by MIL-STD-1388. Materiel Managers will provide Integrated Logistics Support Managers with appropriate provisioning data requirements to be included in the acquisition solicitation documents. Provisioning data requirements are defined as Provisioning Technical Documentation (PTD) and Engineering Data for Provisioning (EDIFP). The acquisition and processing of initial cataloging data should be included.

a. Provisioning data shall be acquired to:

- (1) Assign Source Maintenance Recoverability (SMR) coding.
- (2) Accomplish provisioning screening.
- (3) Review for parts standardization.
- (4) Review for potential Interchangeability and substitutability.
- (5) Assignment item management coding.
- (6) Prepare item identification for the purpose of assigning NSNs.
- (7) Procure initial support.

b. The Logistics Support Analysis Record (LSAR), reference MIL-STD-1388-2, reference (d), is the normal source of PTD. When a full LSAR is not a contractual requirement, PTD may be accepted in the format of the LSA-036 Output Summary.

c. Digital format is the preferred method for generating and accepting PTD and EDIFP.

d. For Non-Developmental Items (NDI) contractor commercial data products should be used to the maximum extent possible to satisfy provisioning data requirements.

10. **REQUEST FOR SUPPLY SUPPORT.** Request for supply support has been automated. The users can request supply support data through the centralized cataloging data base in LIS. (FAA Form 4570-1 may be used in cases when LIS is not working).

a. ACT, regions, and program office requests for assignment of NSN's under the FCSP shall be made via the centralized catalog system contained in LIS. Initiators shall ensure that entries are complete.

b. The assignment of LSNs or 8200 numbers shall be processed as stated above to determine if items qualify for centralized AML management within three work days from date of request.

11. **FAA SUPPLY CATALOGS.**

a. General. FAA supply catalogs provide a common item of supply identification language permitting useful communication between the field ordering offices, regional property management staff, and the AML. They enable elimination of different identifications of like items, reveal Interchangeability among items, facilitate interagency support, and strengthen agency relations with contractors. When properly used, they result in both effective and efficient supply support. The issuances listed herein constitute the currently authorized FAA supply catalogs.

(1) FAA supply catalog information used in other reference documents shall be identical to stock catalog source information used by the AML in publishing the FAA Supply Catalog Cross-Reference Index, Volume I.

(2) FAA supply catalogs shall be the governing authority when a discrepancy is discovered between data contained in other issuances and the FAA supply catalogs and LIS or the Federal Logistics Data (FEDLOG) on Compact Disc. It should be recognized, however, that these catalogs contain data published on an after-the-fact basis following the adoption of item additions, deletions, or changes within the DLSC Total Item Record (TIR).

(3) FAA supply catalogs are issued to serve the needs of users. All elements of data in the FAA supply catalogs are subject to being questioned by a user of that data. The resolution of such questions is the responsibility of AML.

(4) FAA supply catalogs are to be maintained current by issuance of updates on an semiannual, or as-required basis. The unit of issue for all publications is "EA".

(5) Table 1 shows the types of supply catalogs available.

b. Description of Catalogs.

(1) FAA Supply Catalog Cross-Reference Index, Volume I. This volume contains eight sections which were formerly Volumes I through V. The introduction of Volume I has individual paragraphs of explanation for each section. It is printed semi-annually. To order use stock number 00-00-426-8000.

(a) Section 1. Manufacturers' Reference Number Index. This index cross-references manufacturers' reference (part) numbers to NSN's of interest to FAA. This section is in reference number sequence. It lists all stock numbers applying to a particular reference number. Management data include price, variation code, unit of issue, source code, logistics management code, Substitute and Interchangeability code, quantity unit pack code, shelf-life in months, transportation code, precious metal code, hazardous material code, and a restricted code. The restricted code identifies items in which ACT has a recorded interest, items which are local purchase items, nonmailable GSA items, or a combination thereof. Appendices giving noun to abbreviation and abbreviation to noun are included.

Table 1. Types of Supply Catalogs

Vol Name/Number	Media	Frequency	Stock Number
I. FAA Supply Catalog Cross-Reference Index Section 1, Reference Number to NSN Section 2, NSN to Reference Number Section 3. Forms Class 0052 Section 4, Class 0056 Instruction Books Section 5, Substitute and Interchangeability Section 6, Delete and Transfer List Section 7, Name to Code Section 8, FAA Supply Catalog	Microfiche	Semi-annual	0056-00-426-8000
II. FAA Supply Catalog	Paper	Semi-annual	0056-00-354-7000
III. Project Materiel Index	Paper	Semi-annual	0056-00-343-4000
Air Filters Class 4130	Paper	As required	0056-00-413-2000
Microcircuits Supplemental Data Class 5962	Paper	As required	0045-00-415-8000

(b) Section 2. National Stock Number Reference Index. This section is in NSN sequence and includes all stock numbers in the DLSC central item identification file for which FAA user interest is recorded. Temporary stock numbers beginning with 90-- or 92-- in AML's inventory record are included. The same management data in Section 1 is also included.

(c) Section 3. Forms Cross-Reference Index. This section lists forms supported by AML and available for requisitioning by center/field activities. This catalog is sequenced three ways: Part A is in form number sequence; Part B is sequenced alphabetically by form name; and Part C is in stock number sequence. It is used in conjunction with the GSA catalog. The paper copy is for limited distribution to users not having a requirement for other catalog data

(d) Section 4. Instruction Books Cross-Reference Index Class 0056. Data included in this index are stock number, type, model, or part number for all equipment instruction books listed in the AML inventory record. It is in two sequences: Part A is in sequence by type, model, or part number, and Part B is in stock number sequence.

(e) Section 5. Substitute and Interchangeability Cross-Reference. This section identifies items in the supply system. To the extent project materiel meets these requirements, it is included. An explanation of the order of priority in which substitution will automatically be made by AML is included in the introduction.

(f) Section 6. Delete and Transfer Listing. This cross-reference provides a list of stock numbers deleted from the supply system and identifies for each the stock number to which it was transferred. The cross-reference contains only those items currently recorded in the supply system's mechanized files.

(g) Section 7. - Manufacturer's name to cage code.

(h) Section 8. - Cage code to manufacturer's name.

(2) FAA Supply Catalog, Project Materiel Index, Volume III. This paper catalog includes all items in the AML project materiel master inventory record; i.e., items assigned an NSN or a 8200 stock number and entered into the computer file as an active item. "Active item" means an item for which a requirement exists, an asset is on hand, or a due-in is recorded. All item identification data available to AML for the item listed are included. This catalog is in two sequences: Section 1 is in reference number sequence and gives the NSN; Section 2 is sequenced by NSN and gives all descriptive data available at the time of publication. Those items reflecting unit of issue and price were in the inventory record as of the publication date.

(3) FAA Supply Catalog, Air Filters - Class 4130. This hard copy catalog contains filters in FSC 4130. The filters are listed by size to NSN with an indication if the filter is permanent (P) or replaceable.

(4) FAA Supply Catalog, Microcircuits Supplemental Data Class 5962. This catalog has been assembled as a general guide to aid in identifying microcircuit items furnished as substitutes for those originally ordered or to identify these preferred items. It should assist in identifying relationships between various manufacturers' part numbers and military specification numbers and aid requisitioners in determining if the reference number being used is complete. It does not contain NSNs. It categorizes items into broad commodity groupings which are further categorized into more definitive subgroupings. The first two digits of an FSC code identify the group; the last two digits identify the class within the group.

12. ORDERING OF FAA SUPPLY CATALOGS.

a. The Logistics Automation Division, AML-100, maintains a list of organizational elements with a recurring need for copies of the FAA supply catalog issuances. Once a requirement has been established, all future revisions of the required catalogs are distributed automatically upon issuance.

b. FAA users of catalog data who wish to be placed on automatic distribution or make changes in the existing distribution list should make the required changes through LIS by selecting the "Name/Address" from the LIS main menu. FAA users located at remote facilities without access to a computer should contact their designated Name and Address Coordinator at the regional office.

13. FEDLOG.

a. General. FEDLOG is a logistics information system that allows the user to retrieve management, part number, supplier, freight, and characteristic information in a matter of seconds. It saves time, space, and provides greater flexibility in retrieving just the information the user needs. It was designed to eliminate the need for microfiche and paper from the workplace.

b. In recognition of the need to conserve paper and to provide a more effective and economical method of publishing and distributing FCP data, FAA supply catalogs are issued on FEDLOG to the maximum extent possible. Users of the FEDLOG must have computer, a subscription to FEDLOG and CD-ROM equipment to retrieve cataloging information.

c. Regions/Airways Facilities, and centers requiring FEDLOG subscriptions and any other CD-ROM products must ensure that their complete requirements are on record with the NAS Logistics Property Management Division, AFZ-500, at least two months before the beginning of the new fiscal year, upon written request from AFZ-500.

Subscriptions requests are funded by headquarters on an annual basis. (The regions/centers are not charged for subscriptions). Normal processing time of all requests is usually thirty days after DLSC has received requests from FAA.

d. DLSC distributes FEDLOG on a monthly basis. Regions/Airway Facilities and centers will be responsible for funding their own requirements for the hardware necessary to operate FEDLOG. Hardware can be purchased through the Defense Electronics Service Center (DESC).

14. FEDERAL STANDARDIZATION PROGRAM.

a. General.

(1) The Federal Standardization Program was developed in compliance with the Federal Property and Administrative Services Act of 1949, 63 Stat. 377, as amended. The program provides for coordination of civil and military standardization functions, so as to avoid unnecessary duplication, pursuant to the Act and in consonance with the Defense Cataloging and Standardization Action (Secs. 2451-2456, Title 10, United States Code, superseding Public Law 436).

(2) The objectives of the Federal Standardization Program are to minimize entry of new items and to reduce, through standardization actions, those items currently stocked or managed by both civil and military agencies.

(3) The latest version of Order DOT 4420.3, OST policy requires agency participation in FCSP to the maximum extent practicable. As a "formal participant" in FCP, FAA must participate in the Federal Standardization Program in a manner consistent with both Federal and DOT objectives.

(4) FAA participation, as identified in this order, is limited to coordination of changes to materiel specifications and standard (Federal Product Descriptions) and coordination of item reduction studies in which FAA has recorded item NSN interest.

b. Specification and Standards.

(1) The FPMR Subpart 101-29 prescribes the policies and responsibilities for the preparation and use of Federal standardization documents. These documents are known collectively as Federal Product Descriptions

(2) The GSA Federal Standardization Handbook is issued in accordance with 41 CFR 101-29 (FPMR 101-29.102C). This handbook sets forth guidelines for the development and coordination of Federal Product Descriptions.

(3) The Index of Federal Specifications, Standards, and Commercial and Item Descriptions is issued under 41 CFR 101-29. This index, prepared by GSA, provides alphabetical, numerical, and Federal Supply Classification lists of Federal Product Descriptions.

(4) The DOD Index of Specifications and Standards (DODISS), is a Department of Defense publication of unclassified Federal and Military Specifications and Standards. This index is issued under the authority of the DOD 4120.3-M, Defense Standardization Manual.

(5) AML will act as the central point of coordination on standardization documents for items of supply (by NSN) in which the FAA has been recorded as a user in the DLSC TIR. Coordination of changes to the Federal Product Descriptions, including those documents listed in the GSA Index of Specifications, will normally be accomplished per the Standardization Directory, SD-1. The SD-1 is a document issued by DOD that lists standardization responsibility assignments by FSC and subject area and identifies the addresses of the military offices and civil agencies participating in the Federal Standardization Program.

c. GSA Item Reduction Program.

(1) The FPMR Subpart 101-30 provides guidance and direction for civil agency participation in the GSA Item Reduction Program.

(2) The GSA Handbook, Item Elimination, FPMR 101-30.7F, is issued in accordance with 41 CFR 101-30. This handbook prescribes the procedures for the preparation, submission, and coordination of item reduction studies.

(3) AML will accomplish intra-agency coordination, as necessary, and provide responses to the preparing activity in accordance with the Federal Standardization Handbook (FPMR-101-29).



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APPENDIX 1. ACRONYMS LISTING

AML	FAA Logistics Center
CD-ROM	Compact Disc-Read Only Memory
DESC	Defense Electronics Service Center
DLA	Defense Logistics Agency
DLSC	Defense Logistics Services Center
DOD	Department of Defense
DODISS	Department of Defense Index of Specifications and Standards
EDFP	Engineering Data for Provisioning
FAA	Federal Aviation Administration
FCP	Federal Catalog Program
FCSP	Federal Catalog and Standardization Program
F&E	Facilities and Equipment
FEDLOG	Federal Logistics Data
FLIS	Federal Logistics Information System
FPMR	Federal Property Management Regulation
FSC	Federal Supply Class
GSA	General Services Administration
ILS	Integrated Logistics Support
IPT	Integrated Product Team
LIS	Logistics Information System
LSAR	Logistics Support Analysis Record

LSN	Local stock number
NCB	National Codification Bureau
NDI	Non-Developmental Item
NIIN	National item identification number
NSN	National stock number
OST	Office of the Secretary, Department of Transportation
PICA	Primary Inventory Control Activity
PMMS	Project Materiel Management System
PPIMS	Personal Property In-Use Management System
PTD	Provisioning Technical Documentation
RPMMS	Regional Property Materiel Management System
TIR	Total Item Record

